

POSITION DESCRIPTION

Position Title: **Custodian**

Wage Category: Non-exempt (Part-time, hourly)

Date approved: October 3, 2012



JOB STATEMENT: The Custodian is responsible for providing efficient, professional and high quality custodial services at Pretty Lake Camp. It is the responsibility of the Custodian to keep the facilities and grounds clean, attractive, and in good condition and to ensure that all space is ready before guests arrive. Additionally, the Custodian will assist the Facilities department in grounds keeping and minor building/equipment repairs. These responsibilities are carried out according to the organization's policies, procedures, and all local/state/federal regulations and laws.

ESSENTIAL FUNCTIONS

1. Completes specific ongoing housekeeping tasks such as but not limited to cleaning and disinfecting all facilities, laundry, vacuuming and mopping, dusting and polishing, emptying and sanitizing waste baskets, etc. Follows all internal developed cleaning checklists. Ensures that all housekeeping is completed and all retreat space is ready and properly set-up by designated time.
2. Responsible for coordinating all cleaning activities required for summer camp, including supervising any additional staff if necessary.
3. Works in close conjunction with the Facilities Manager and Office Manager to ensure that set-up and takedown is completed for Retreat Guests. Communicates facilities needs to Facilities Manager and takes initiative to complete minor building and equipment repairs as needed. May be required to be "on call" for camp emergencies.
4. Maintains vacuums, cleaning caddies, and supplies used to perform job.
5. Records supply and equipment inventory. Coordinates purchase of housekeeping supplies and equipment with Office Manager.
6. Stocks facilities with trash bags, paper towels, soap, etc. to ensure that needed supplies are on hand.
7. Provides linen service to retreat guests when directed.
8. Assists Facilities Manager in maintaining grounds on a year round basis.
9. Answers routine inquiries from retreating guests/campers/visitors as appropriate.
10. Completes other duties as assigned. May, at times, be given guidance and direction from other year-round staff.

KNOWLEDGE, SKILLS, ABILITIES AND STANDARDS OF PERFORMANCE

1. Ability to work and communicate effectively with co-workers, volunteers and constituents of diverse backgrounds, providing services in a friendly, respectful and courteous manner.
2. Ability to interpret the camp's mission to constituents, volunteers and the general public.
3. Performs tasks in a logical, orderly and skillful manner and have the ability to stay calm and perform under high stress situations.
4. Knowledge and experience in basic housekeeping practices and small maintenance repair, including operation of small hand-tools and snow removal equipment.
5. Ability to identify and anticipate needed work and tasks to be completed for the camp's benefit.
6. Ability to work with minimal supervision and provide own initiative.
7. Ability to maintain confidentiality regarding organizational, personnel, client and donor information.
8. Knowledge of personal hygiene and sanitation techniques pertaining to housekeeping operations.

PHYSICAL, MENTAL, AND SENSORY DIMENSIONS

1. Physical mobility: standing, walking, bending, lifting, and occasionally lifting and carrying up to 75 pounds. Must have manual dexterity to operate housekeeping equipment, move tables and chairs, etc.
2. Mental effort: reading, writing, analyzing, planning.
3. Sensory requirements: ability to read information in handwritten or printed form, ability to communicate with co-workers, constituents, and vendors in person and over the telephone.
4. Personal hygiene and appearance – appropriate to the job.
5. Must be able to deal with “creatures of nature” (spiders, ants, insects, etc).

WORKING CONDITIONS

1. Indoor and outdoor work environment.
2. Flexibility in work hours and workdays with supervisor's prior approval. At times, position may be required to be “on call” for camp emergencies.
3. Job can be stressful and is constant.
4. Work is subject to frequent interruptions.

Apply online at: <http://www.prettylakecamp.org/jobs/positions-available/>